

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 04-06  
Subject: Visitation

Effective Date: 08/11/04

Revision Date: 08/06/04

**I. Policy Statement**

Division programs and facilities will provide for and encourage the visitation of parents, clergy and professional workers. The number of visits a juvenile may receive and the length of visits may only be limited by space, schedule, facilities, and personnel constraints; or where substantial reasons to justify such limitations exist.

**II. Rationale**

To ensure safe and orderly visits between the resident and parents, attorney, clergy, and professional workers, visitation is critical in maintaining a juvenile's involvement with family and community.

**III. Definitions**

A "guardian" is a person(s) legally responsible for the care and management of the minor.

**IV. Procedures**

- A. Visiting hours are at the discretion of the facility administration. Whenever possible, accommodations shall be made to accommodate parents' or guardians' schedules.
- B. Visitation for juveniles in community placement will be coordinated and approved by case managers.
- C. Visiting rules shall be made available to juveniles and their visitors.
- D. The program or facility director or designee may limit or deny a visit, based on juveniles' and or visitors' behavior.
- E. Parents (legal guardian), attorneys, clergy and professional workers may visit juveniles. Law enforcement officers may visit juveniles under certain specified conditions.
- F. Purses, backpacks, and other packages should be left outside the facility or in provided lockers. Any packages brought to the facility will be subject to search.
- G. All visitors will sign in prior to visits and are required to show picture identification.

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- H. All visitors are subject to be searched and “wanded”.
- I. Programs shall maintain a visitation log documenting date, visitor, length of visit, and room used.

**V. Continuous Renewal**

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services, and is approved upon the signature of the Director.

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Eldon Money, Chairman  
Board of Juvenile Justice Services

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Date

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Blake D. Chard, Director  
Division of Juvenile Justice Services

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